UNITED NATIONS

ST/CS/SER.A/37/Rev.1

THE UNITED NATIONS OPTICAL DISK SYSTEM

USER MANUAL
for client retrieval software V.2.2

1996

INTRODUCTION

The optical disk system

1. The United Nations optical disk system (ODS) is a storage-and-retrieval system for parliamentary documents that uses optical disk as the storage medium and permits high-speed transmission of such documents through telecommunications links. The long-term goal of the system is to establish a more economical and secure means of distributing and storing parliamentary documents and to provide timely access to such documents in electronic form to all offices of the United Nations, to permanent missions to the United Nations and other government offices as appropriate, other organizations of the United Nations system, the mass media, other international organizations as well as other interested institutions, such as libraries and universities.

2. The parliamentary documentation and the official records stored on-line in databases at United Nations Headquarters, New York, and the United Nations Office at Geneva (UNOG), and described/indexed using the structure of the United Nations Bibliographic Information System (UNBIS), includes pre-session, in-session and post-session documentation for meetings of the Security Council, the General Assembly and its subsidiary bodies, the Economic and Social Council and its subsidiary bodies and the Trusteeship Council, and for conferences convened by the United Nations. The documents and official records are stored in all official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. A special feature for "other languages" has been added in the current version.

3. The objectives of the system are:

(a) To increase the speed and reduce the costs of world-wide distribution;

(b) To provide a more economical and secure means of storage;

(c) To facilitate reference to these documents by users world wide.

4. The system is implemented in two identical configurations at United Nations Headquarters in New York and at the United Nations Office at Geneva. The system has the capacity at both locations to input documents in both text form (from word processing) and in image form (from optical scanning), with descriptors and indexing based on UNBIS, to store the documents on optical disk, to retrieve them for viewing and printing and to transmit them in electronic form between Geneva and New York, and all duty stations of the United Nations around the globe.

5. All documents produced in New York beginning in 1993 are described, indexed and stored on optical disk at United Nations Headquarters; parliamentary documents produced in Geneva are described, indexed and stored on optical disk at the United Nations Office at Geneva. In addition, all resolutions and decisions in all official languages and from 1946 onwards have been loaded onto the system. This includes the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council. A daily exchange of documents in electronic form between New York and Geneva ensures that the optical disk databases at each location are complete and up to date. Each site can act as a backup for the other. Provision is made for the automatic transfer of inquiries to the database at the other location whenever the system at one location is not operating.

6. The indexing of documents is based on the relevant bibliographic data which appear on the first page of each parliamentary document: the symbol(s) identifying the document, the language (and

the language of the original, if different), the United Nations body (and often subsidiary body) concerned, the session or meeting for which the document is issued, the agenda item number, the date, the title of the document, the personal/corporate/conference name (using entries contained in the UNBIS Authority File) and the type of distribution (general, limited or restricted). Documents are also indexed by subject(s), using descriptors from the UNBIS Thesaurus.

Access to the system

Hardware and software requirements

7. External users are able to retrieve documents from the optical disk system using a standard personal computer as a workstation. The minimum configuration for such a workstation would be a personal computer with a 386 processor, a VGA monitor, a laser printer, an ISDN interface for telecommunications and appropriate software (DOS, WINDOWS 3.1 or 3.11 or WINDOWS 95 and WordPerfect or other text-processing software, and the optical disk retrieval workstation software). The special software for the optical disk retrieval workstation is supplied to permanent missions of Member States free of charge by the United Nations. A higher-performance configuration with increased retrieval and printing speeds consists of an IBM-compatible personal computer with a 486 or pentium processor, a full-page high-resolution monitor and a laser printer with a special graphics printer interface board.

User requirements

8. User registration forms and installation guidelines may be obtained from the ODS Coordinator, telephone number 963-6586 or 963-6587 for New York and 917-3636 for Geneva. The respective e-mail addresses are fuerst@un.org or ngomuo@un.org for New York and wschutt@unog.ch for Geneva.

9. All registered users must be in possession of:

- A user name;
- A password;
- An access authorization level, giving access to the documents according to their type of distribution;
- The authorization to download, allowing the user to download the native word-processing format of a document.

All these elements are assigned by the System Administrator and are beyond the user's control, except for the password, which can be changed by the user and which will not be known to the System Administrator. To check whether all the elements are defined properly call the System Administrator at 963-1037 for New York, or the ODS HelpDesk in Geneva 917-6055.

10. An ODS Help Desk will assist users with technical and operational problems. It will also gladly accept suggestions from users. A "suggestions box" has been placed next to the Help Desk. The Central Monitoring Desk in the Distribution Section will assist users with questions about documents and document availability. To contact the Central Monitoring Desk please call 963-1746 in New York, or 917-4722 in Geneva.

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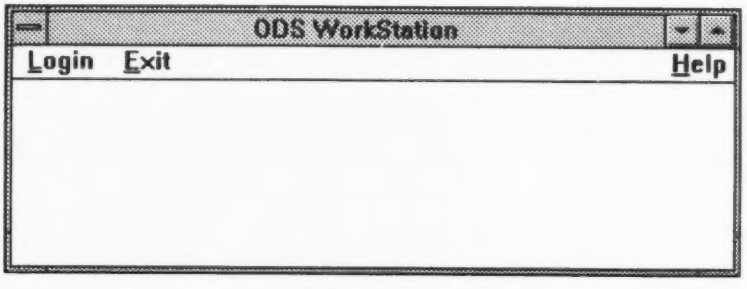
I. RETRIEVAL FUNCTIONS

A. Log in, options and exit

1. *Log-in*

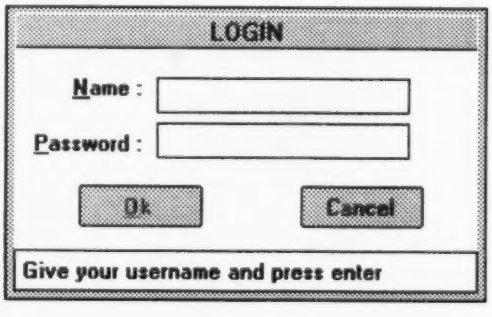
Log in by double-clicking on the "**ODS**" icon, which should have been provided under your Windows applications on your personal computer during the installation of the ODS retrieval workstation software. The ODS is a true client / server system and this is the client software. The name of the program is "ONU.EXE" which gives you the English version. The name of French version is "ONUFR.EXE". See also section "ODS icon" under III. Windows Hints in the back of this manual.

The application displays the following screen:



Screen 1

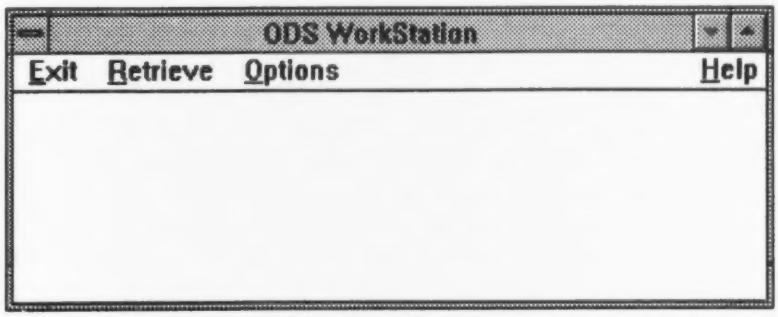
and immediately goes on to the "Log-in" screen:



Screen 2

Enter the user name assigned to you during the registration process and then press the "**Enter**" or "**Tab**" key to go to the "Password" field. (The password is masked and is known only to you, the user.) Enter your password and press "**Enter**" again to proceed to the ODS workstation main menu screen. Instead of pressing the "**Enter**" key, you may use the mouse and click on "**Ok**" to proceed or on "**Cancel**" if you think you have made a mistake. If you forgot your password, call the ODS Help Desk.

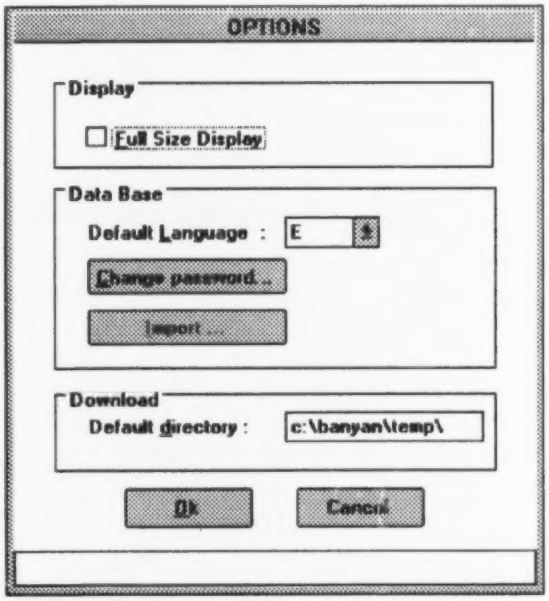
Once log-in has been completed, the ODS functions become available and appear on the ODS main menu bar:



Screen 3

2. *Options*

Some parameters are set by the user and are used to control the display or the searches. By selecting "**Options**" from the main menu bar, the following screen is displayed to set up these parameters:



Screen 4

The parameters are as follows:

Display: The size of the display, as well as the portion of the page displayed, is determined by whether or not a check mark is placed within the box. When you click on the check mark (using the toggle mode), one half of the page is displayed, taking up the entire screen. When the box is left blank, the full page is displayed, taking up the right half of the screen;

Default language: Used for all displays, printouts and downloads. It may be specified here as: **E** for English; **F** for French; **S** for Spanish; **R** for Russian; **A** for Arabic; and **C** for Chinese (you may also temporarily switch to another language);

Change password: See below.

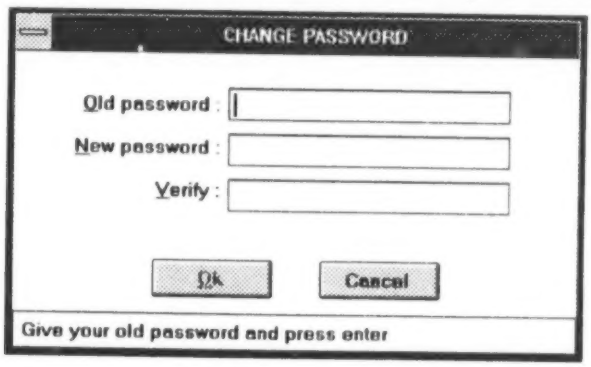
Import : Remote users not sharing the client software centrally may use this feature to upgrade their client software by importing the upgraded versions from the Central server. This feature is enabled by the Help Desk by changing a parameter in the user's profile.

Default directory: The default download directory into which the word-processing documents will be downloaded.

Change of password

Change of password is accessed by clicking on "**change password**" in the OPTIONS screen.

You may freely change your password, which is known only to you. Enter both the old password and the new password, which must be entered again in the "Verify" field, to make sure that you entered it correctly the first time.



Screen 5

The names and the passwords must be at least four characters long and should not contain the following special characters: +, =, &.

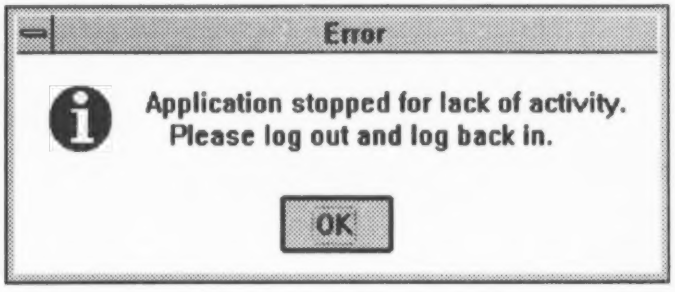
3. *Exit*

This function enables you to exit from the application and return to Windows. An automatic log-out is executed to disconnect properly from the system's database server.

4. *Automatic log-out*

Users who have had no search activity for 30 minutes will be logged out automatically by the ODS database server.

You will notice that you have been logged out when you attempt a new retrieval search. At this point, a window with the message:



Screen 6

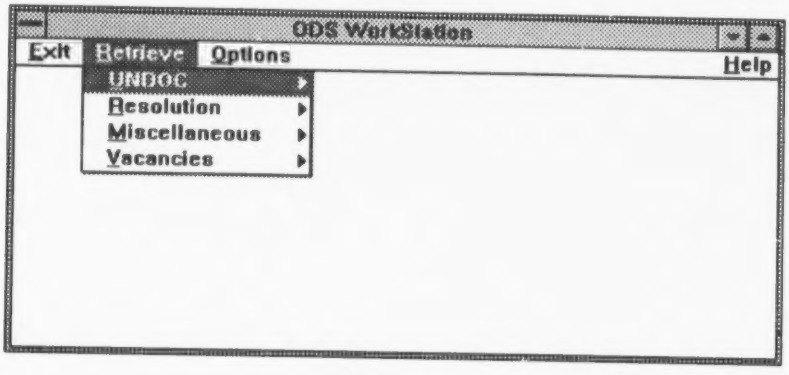
will appear. To log back into the database server, you must return to the ODS main menu using the CANCEL button and click on EXIT and restart the client ODS application by double clicking on the ODS icon.

B. Documents retrieval

This function allows you to retrieve the documents that have been officially released and match the parameters of your access authorization.

1. *Areas*

Click on "**Retrieve**" in the main menu bar.



Screen 7

This list shows the various AREAS in which specific groups of documents have been placed. As the system grows, new AREAS will be added.

UNDOC - all documents and official records of the United Nations since 1993.

RESOLUTION - all resolutions and decisions of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council from 1946 onwards.

MISCELLANEOUS - miscellaneous documents of the U. N.

VACANCIES - official vacancy announcements.

2. *Rules applying to retrieval*

When a retrieval function is executed, the criteria governing searches and displays can be:

- Explicit: Those entered into in the search screen;

- Implicit: Those used by the system from options set in the "Options" function on the workstation or based on a user's access authorization parameters.

Implicit criteria are:

- The user's access authorization: a user is allowed to retrieve any documents having a distribution code at the same level as or below the user's access authorization level;

- The criteria set by the "Options" function: "Language" and "Download" directories.

The retrieval itself is independent of the language, since the indexing of all documents is done in English. Documents are found if they exist in at least one of the six languages in either image or text form.

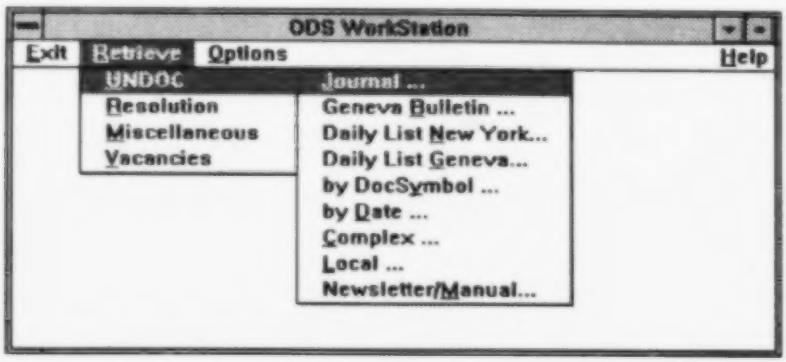
The language parameter is used only when displaying, printing or downloading a document. If you do not select a particular language for display of the document from the list of documents found, the system will display the document in the default language. The default language is the language which you have specified for your workstation in the "Options" function of the ODS main menu. If a particular document is not available in the language specified in "Options" for a workstation, the next available language version will be displayed in the following default sequence: English, French, Spanish, Russian, Arabic, Chinese.

3. *Document retrieval in AREA UNDOC*

This function allows you to retrieve the documents that have been officially released and matched the parameters of your access authorization.

Click on **"UNDOC"** in the sub-menu of the retrieval function.

The retrieval sub-menu shows the various ways to search for and retrieve documents:

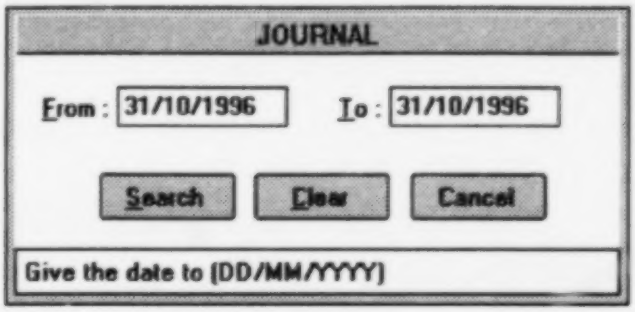


Screen 8

- Retrieve the *Journal* of the United Nations by date;
- Retrieve the *Geneva Bulletin* by date;
- Retrieve the daily list of documents New York by date;
- Retrieve the daily list of documents Geneva by date;
- Simple search by document symbol;
- Simple search by publication date of the document;
- Complex search involving several criteria;
- Listing the contents of the directory of downloaded documents;
- Retrieve ODS user manual and newsletters.

4. *Journal/Geneva Bulletin*

If you clicked on the "**Journal**" box in the retrieval menu, the following window appears:



Screen 9

A similar screen will appear when clicking on "**Geneva Bulletin**".

This function enables you to retrieve the *Journal of the United Nations* by date only. For other search possibilities, use the complex search function.

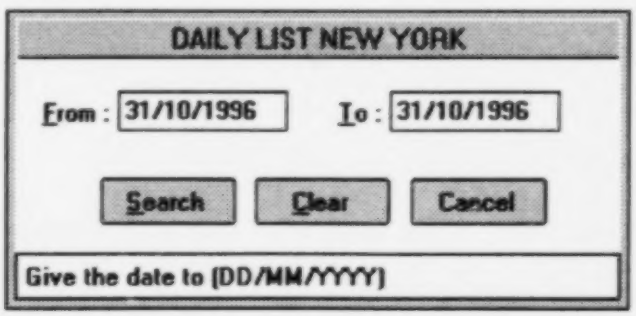
The date in the window is pre-set to today's date using the date from the memory of your workstation.

The "From" and "To" dates may be changed in order to select a range of *Journal* documents or the *Journal* of a different date (in the latter case the "From"-date and the "To"-date must also be entered as the same date). Note that the year must be entered with all four digits, e.g. 1996.

The search algorithm is based on a right truncated document symbol JOURNAL... or BULLETIN... and the date as the publication date. The full document symbol of *Journal* documents is JOURNAL 1992/###, followed occasionally by the words PART I or PART II.

5. *Daily lists for New York and Geneva*

If you clicked on the "**Daily list New York**" box for New York in the retrieval menu, the "Daily list" window will appear.



Screen 10

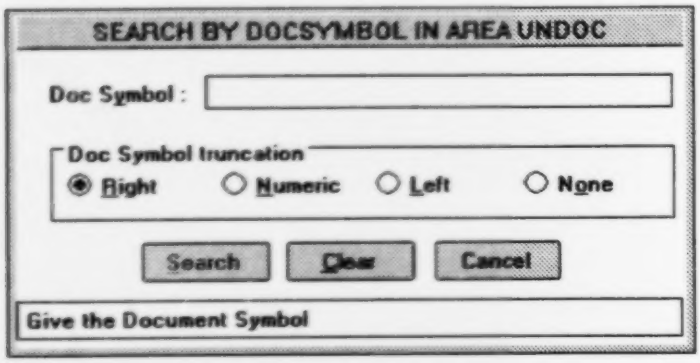
A similar screen is displayed when clicking on "**Daily list Geneva**" for Geneva.

This function enables you to retrieve the daily list of documents by date. The daily list may also be retrieved with the complex search function.

The date in the window is pre-set to yesterday's date since the daily list distributed on a given day always bears the previous day's date. The displaced pre-set date is automatically one day earlier than the date in the memory of your workstation.

The search algorithm is based on a right truncated document symbol DL... and the date as the publication date. The full document symbol of the daily list of documents is DL/Year/no. for New York and DL/GV/Year/no. for Geneva.

6. *Simple search by document symbol*



Screen 11

Search by document symbol enables you to search for a document according to:

(a) *The exact document symbol*:

(i) Enter the document symbol in the "Search" field; it must match, the way the document symbol is recorded in the database (this is normally the format of the document symbol as printed on the first page of the document); choose "**Doc Symbol truncation**" to "**None**" in order to get exact match of the symbol. Special characters such as '/', '-', '_' and spaces between characters are ignored and may be omitted. E.g. document E/CN.4/1996/1/Add.1 will also be found when entering ECN419961ADD1.

(ii) Click on "**Search**" or press "**Enter**";

A brief guide "United Nations Documentation" issued by the Dag Hammarskjold Library under symbol ST/LIB/34/Rev.2 describes the format and meaning of symbols. This document itself is on ODS, of course.

NOTE: Quarterly official records of the Security Council are stored under a special symbol OR/SC/year/quarter.

(b) *The first few characters of the document symbol*:

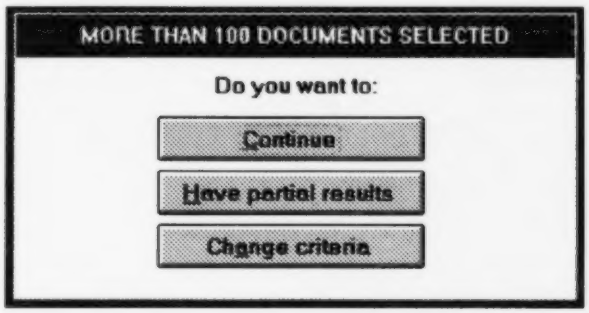
(i) Enter the first few characters of the document symbol in the "Search" field;

(ii) "**Right** truncation" is always the default; this means that a search for S/24588 will automatically retrieve S/24588 and S/24588/Corr.1;

(iii) Click on "**Search**"; a list of documents, all beginning with the characters specified, will be displayed; this search may take considerable time.

If less than 100 documents are found by the search, the document symbol and the beginning of the title are displayed in a list box.

If more than 100 documents are found, you receive a message requesting instructions to proceed:



Screen 12

Continue: The search continues; this search could take considerable time if the number of matching documents is very high;

The number of entries displayed is restricted by the size of the display window buffer on your workstation.

Have partial results: The search stops with 100 documents; in this case, they are the first 100 document symbols, in alphabetical order;

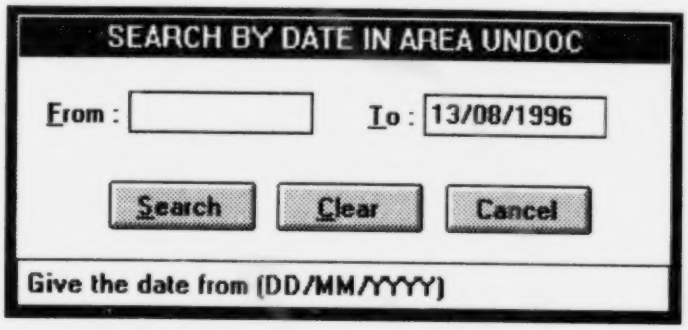
Change criteria: Returns directly to the "Search" screen for a new search.

For better results, choose a set of first few characters that correspond as precisely as possible to the document you are looking for, or use the complex search function.

7. *Search by date*

The publication date is the date appearing on the first page of the document.

Search by publication date is done by specifying a range of dates, from a starting date to an ending date:



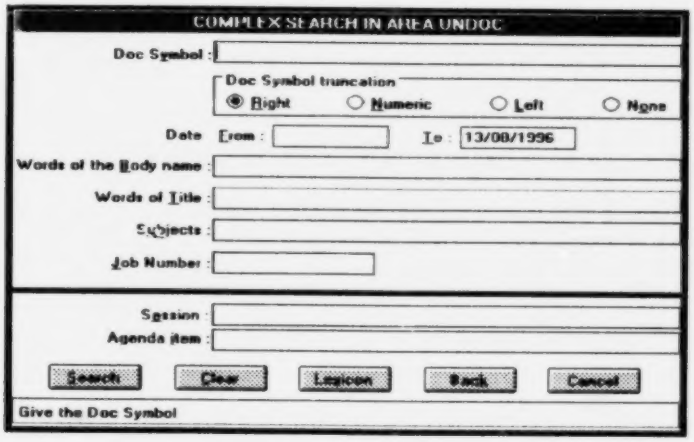
Screen 13

The system automatically sets "To" as today's date; the user can overwrite this default value. The year is mandatory; month and day may be omitted. The year must be entered with all four digits.

The result of this search is a list of documents whose publication date falls within the indicated range. The documents are sorted in alphabetical order.

8. *Complex search*

For searches in fields other than "Document symbol" and "Date", or for combining several criteria, the following screen is used:



Screen 14

The documents can be searched according to:

Document symbol: (see sect. 6 above);

Range of dates: (see sect. 7 above);

Words in name of body: One or more key words may be selected from the name of the United Nations or body or organ for which the document was prepared;

Words of the title: One or more words may be entered; this function selects those documents whose title contains all of the indicated words;

Subjects: Use subject terms as specified in the UNBIS Thesaurus. You may enter many subject terms, but you must place an ampersand sign ("&") between each of them. You may continue typing at the end of the "Subjects" box if you enter more than one line of terms;

Job number: Searches for the exact job number of the document; the job number is usually printed on the bottom line of the first page of the document;

Search by job number should be preceded by "N" for documents issued in New York and by "G" for documents issued in Geneva. Format: N######## for New York and G######## for Geneva documents;

Session: One or more session numbers separated by a space may be entered; this function selects the documents having all of the indicated value(s) within the "Session" field;

Agenda item: One or more agenda item numbers separated by a space may be entered; this function selects the documents having all of the indicated value(s) within the Agenda item field;

When several fields are used as criteria, they are linked by a logical "AND". This means all specified parameters must be satisfied in order for a particular document to be found.

The following functions can be executed from this screen by clicking on one of the buttons:

Search: Starts the search as specified;

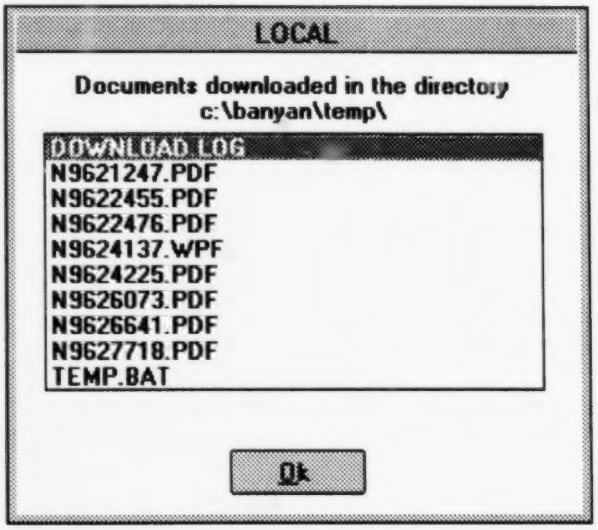
Clear: Clears all the fields and resets the default options for a new search;

Lexicon: Opens a window with the 40 closest values of the index search field value on which the cursor is positioned at the time of clicking on **LEXICON**. This function exists for symbol, words of the body name, words in the title, and subjects.

Back: Undoes the last search and restores the previous one; this function is useful when search involves several steps, each one more precise than the previous one;

Cancel: Exits the complex search and returns to the main menu.

9. *"Local" function*



Screen 15

The "Local" function allows you to review the list of document file names that were downloaded in word-processing format into the directory specified under "Options" of the main menu bar.

10. *AREA Newsletter / Manual*

Within this AREA, users have access to all issues of the ODS Newsletter and the ODS User Manual (document symbols ST/CS/SER.A/37/Add.x for the various newsletters and ST/CS/SER.A/37 and ST/CS/SER.A/37/Rev.x for the user manual and its revised issues).

11. *AREA* RESOLUTIONS

Area Resolution contains the final official typeset version of all resolutions going back to 1946 for all main organs of the United Nations. Their symbols are A/RES..., A/DEC..., S/RES..., etc. for the General Assembly (A/...), for the Security Council (S/...), for the Economic and Social Council (E/...) and for the Trusteeship Council (T/...). It should also be noted that the format of the symbol of resolutions may have changed over the years. E.g. General Assembly resolutions upto and including the 30th session were A/RES/no. (session), but after the 30th session they became A/RES/session/no. Please see also document ST/LIB/34/Rev.2, a brief guide to UN documentation describing the format and meaning of symbols.

12. *AREA Miscellaneous*

This area is reserved for documents other than parliamentary documents and official records of the United Nations.

13. *AREA Vacancies*

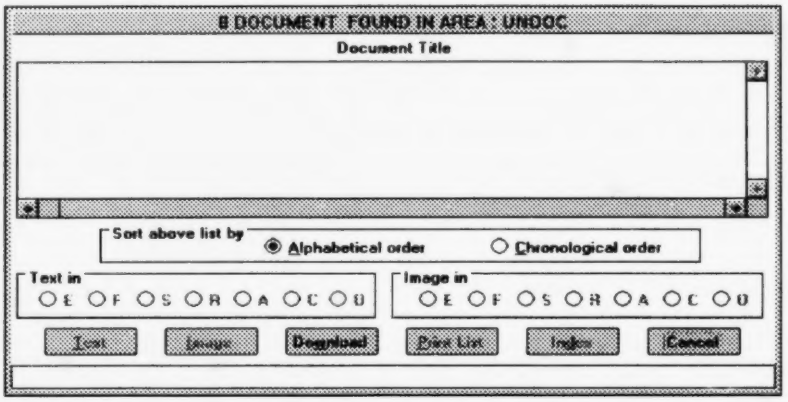
Vacant positions which are to be filled through international recruitment are posted by the Organisation under this AREA code. The date under which the vacancies are posted is the date of the deadline for the submission of applications.

14. *List of documents found*

All documents which matched the search criteria are shown in a "list of documents found" window.

Under General Assembly rule, documents remain embargoed, i.e. inaccessible to users, until they are officially released by the Secretariat.

When no document was found, the title bar will display "0 DOCUMENTS FOUND". Clicking on CANCEL will bring you back to the search screen. Modify the search criteria and start another search.



Screen 16

The title bar shows the total number of documents found.

The documents are listed in alphabetical order by default. The document symbol is at the beginning of each line, followed by the title.

For chronological sort sequence (documents are displayed in reverse chronological order, i.e. the latest documents are at the top), the list will start with the publication date (i.e. the date printed on the document, not always identical to the date of issuance), followed by the symbol, followed by the title.

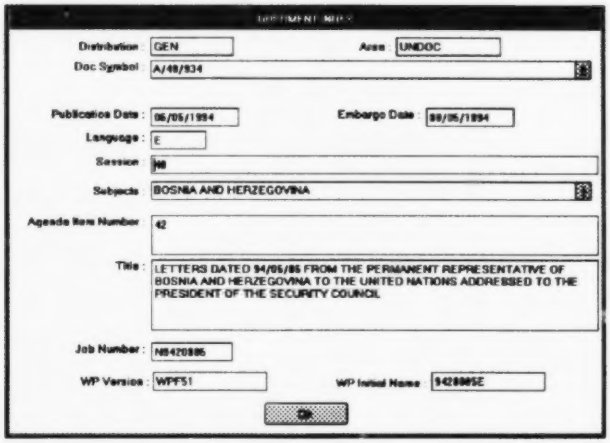
Use the horizontal scroll bar to display the remaining text of long titles.

Use the vertical scroll bar to move through long list of documents.

- Documents are available in image format or text format. In both cases, the language buttons indicate whether the document is available in a particular format and language by a **"bold"** language letter. Pick the language under image or text and click on **IMAGE** or **TEXT** at the bottom to retrieve the full text of the document.

- Clicking on **DOWNLOAD** allows the downloading of text files to the user's PC in any language. Image files cannot be downloaded.

- The **INDEX** button displays a window with the indexing data for the document hghlighted by the cursor in the list above. Use the scroll arrows to get further values for that particular indexing field.


Distribution: GEN
Area: UNDOC
Doc Symbol: A/49/934
Publication Date: 06/06/1994
Embargo Date:
Language: E
Session:
Subjects: BOSNIA AND HERZEGOVINA
Agenda Item Number: 42
Title: LETTERS DATED 94/06/06 FROM THE PERMANENT REPRESENTATIVE OF BOSNIA AND HERZEGOVINA TO THE UNITED NATIONS ADDRESSED TO THE PRESIDENT OF THE SECURITY COUNCIL
Job Number:
WP Version: WPFS1
WP Initial Name:

Screen 17

The distribution code of each document found will be equal to or less than the user's access authorization code, which runs from 2 to 7 as shown in the following table.

In a Optical Disk System, the distribution code is used to restrict a user's access to certain categories of documents. The distribution code follows the UNBIS definition:

Numeric Value	Mnemonic	Meaning
1	DER	de-restricted
2	GEN	general
3	LIM	limited
4	PAR	participants only
5	PRO	provisional
6	RES	restricted

- **Cancel**: Exits the list and returns to the search menu.

- A print button prints the list of items found - all of them in the sequence shown in the window.

By pushing the **Print List** button, the current list is sent to the printer, obtaining the following printout:

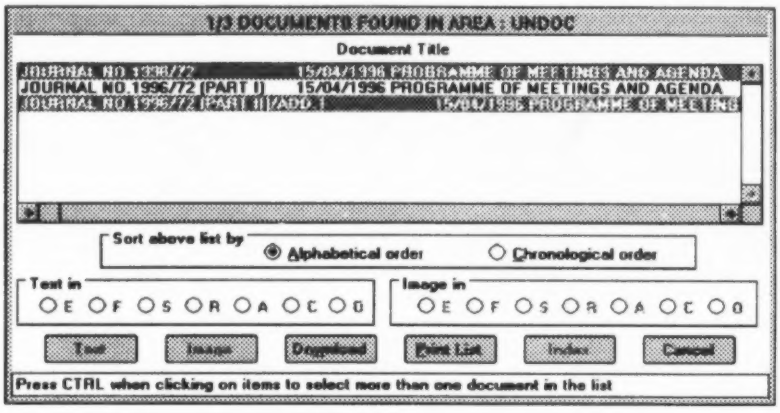
ODS List	1/1	Date: 18/11/96
Document symbol	Language	
S/PV.3700 01/01/1996	EFSRAC	
SECURITY COUNCIL, 51ST YEAR: 3700TH MEETING, TUESDAY, 1 OCTOBER 1996, NEW YORK		
S/PV.3701 01/01/1996	EFSRAC	
SECURITY COUNCIL, 51ST YEAR: 3701ST MEETING, THURSDAY, 10 OCTOBER 1996, NEW YORK		
S/PV.3702 01/01/1996	EFSRAC	
SECURITY CONCIL, 51ST YEAR: 3702ND MEETING, THURSDAY, 10 OCTOBER 1996, NEW YORK		
S/PV.3703 01/01/1996		
SECURITY COUNCIL, 51ST YEAR, 3703RD MEETING, FRIDAY, 11 OCTOBER 1996, NEW YORK		

During the print procedure, the standard window Print dialog box appears showing the different parameters of the print function (including which printer to use, for example).

15. *Download*

The ***download*** function allows to retrieve selected documents from the list of documents found, and to copy the wordprocessing file (TEXT Version) for these documents into the chosen download directory on the user's computer.

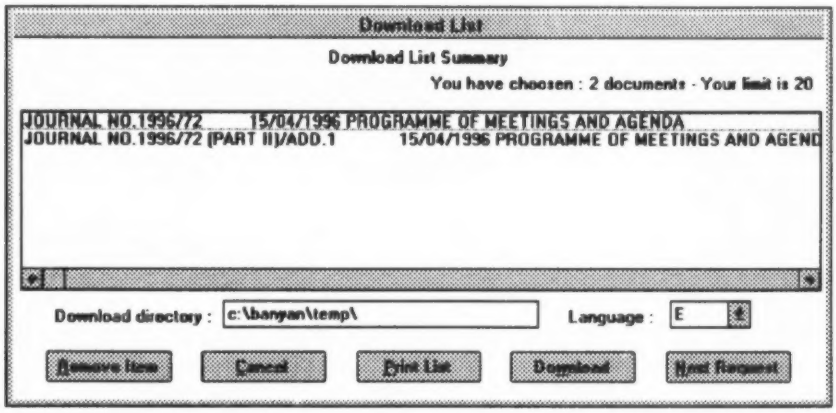
To select one document simply move the cursor to the right line and click with the mouse. To select more than one document, hold down the CONTROL key and select with cursor and mouse highlighting all documents to be downloaded.


1/3 DOCUMENTS FOUND IN AREA : UNDOC
Document Title
JOURNAL NO.1996/72 (PART I) 15/04/1996 PROGRAMME OF MEETINGS AND AGENDA
Sort above list by
Alphabetical order
Chronological order
Text in
Image in
Press CTRL when clicking on items to select more than one document in the list

Screen 18

Click on ***DOWNLOAD***.

The DOWNLOAD LIST screen will show the selected documents.


Download List
Download List Summary
You have choosen : 2 documents - Your limit is 20
JOURNAL NO.1996/72 15/04/1996 PROGRAMME OF MEETINGS AND AGENDA
JOURNAL NO.1996/72 (PART II)/ADD.1 15/04/1996 PROGRAMME OF MEETINGS AND AGEND
Download directory : c:\banyan\temp\
Language : E

Screen 19

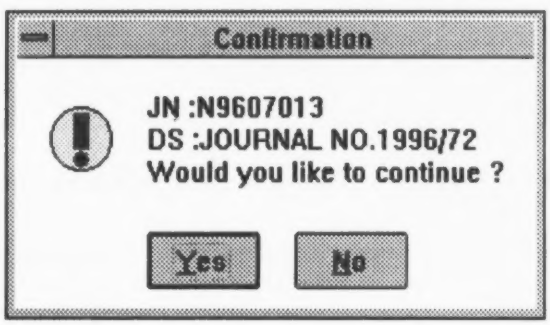
Upto 20 documents may be selected for one download process. The download default directory is indicated and may be changed at this point. The default language is also given and may be changed.

- By pressing **Remove Item**, one can remove one specific line or document from the download-list. By pressing **Cancel**, the download process will be cancelled.

- The button **Print List** prints the current list of selected items to download. This allows to compare the list with thefiles actually downloaded and determine which files are missing, in case of a problem during the download (missing space on destination directory, network problem, ...). See also the description of the log file below.

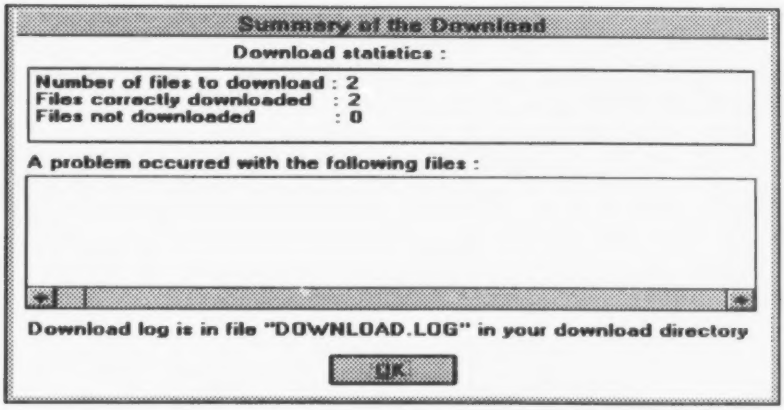
- The **Download** button directly launches the download process, beginning with the dialog-box. Documents are downloaded in the language shown in the language box which is defaulted to the default language specified under **OPTIONS** (see above). A different language may be selected in this box if so desired for this specific download session. The **Next Request** button returns to the search window, and one can select other documents to add to the list. One may even go back again to the menu and make a new search and add documents from totally new request. In this way, one can add document from different searches, and download these documents in one procedure. Each time the **Download** button is pressed in the Search Window, the Download List window is updated and the selected documents are added to the current list.

Pressing the **Download** button will start the download process displaying the following screen.



Screen 20

This screen asks for a confirmation to start the download process. It displays the job number and document symbol of the first document selected for downloading. **NO** will cancel the whole process. **YES** will continue downloading all selected documents and finish with the following summary screen.


Summary of the Download
Download statistics :
Number of files to download : 2
Files correctly downloaded : 2
Files not downloaded : 0
A problem occurred with the following files :
Download log is in file "DOWNLOAD.LOG" in your download directory
OK

Screen 21

Please check the log file for errors. The log file can be found in the same directory as the downloaded file. Its file name is DOWNLOAD.LOG and it will be replaced by the next download process. This file contains the list of all documents processed in this run:

- the title of the document
- the name of the file containing the document
- the format of the file (version, e.g. WPF51)
- one status character (e.g. Y or N) to show if the corresponding document was successfully downloaded or not.

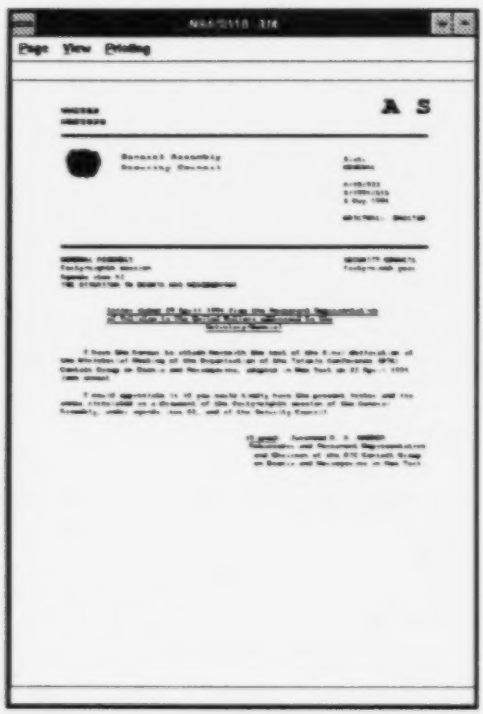
Here is an example of a log file:

```
DOWNLOAD PROCESS FILE

DATE: Date : 15/04/96 - 17h56mn12s
Download directory: C;\TEMP\

PROGRAMME OF MEETINGS AND AGENDA
        file: C:\TEMP\9608547
        lang: E
        JN: N9608547
        ver: WPF51
        downloaded: Y

PROGRAMME OF MEETINGS AND AGENDA
        file: C:\TEMP\9607013
        lang: E
        JN: N9607013
        ver: WPF51
        downloaded: Y
```

16. *Text*

Documents are stored in two formats on the ODS: native word-processing format (for the text portion of documents) and scanned image format.

When clicking on TEXT, the native word-processing format is retrieved and loaded into the workstation memory under Windows. The number of pages is displayed in the title and the first page is displayed. For multipage documents, the first page is displayed immediately with 1/... in the title bar of the window. Clicking on "**Page**" and browsing to another page will format the whole document for display.



Screen 22

If " full size display" is selected under OPTIONS, the full screen of the workstation will be used to display the upper half of the pages. Use VIEW to move to lower half. If "full size display" under OPTIONS was not marked, the full page will be displayed in a window on the right half of the screen.

Three functions are available when displaying a document:

Page: Browses through the pages of the document;

View: Zooms in on portions of a page;

Printing: Prints the entire document or parts of it.

These functions are explained in more detail below.

The end of a document is always indicated by five dashes (-----) after the last line of the document.

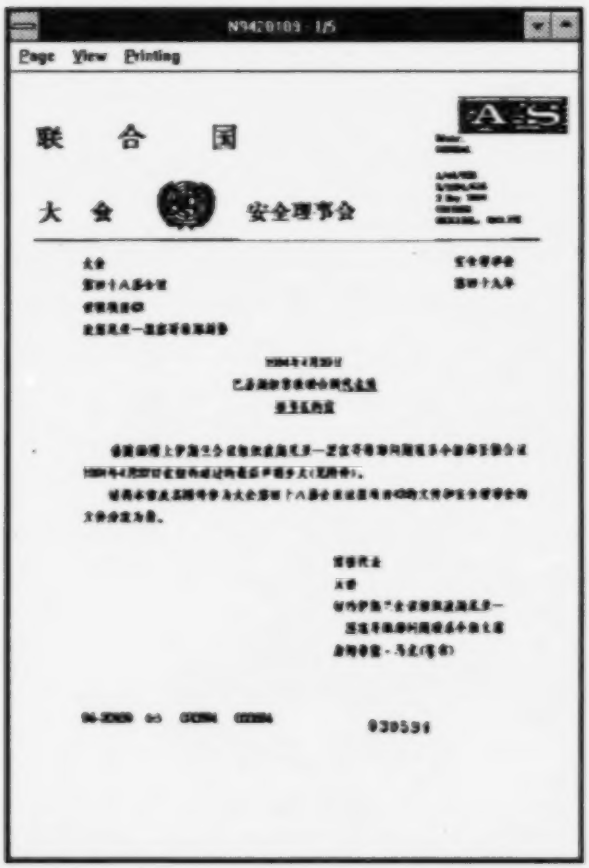
Sometimes the text of a document is supplemented by pages or parts of pages in graphical format. To display and print the full document, including all scanned graphical formats, you should retrieve the image version of the document from the optical disk.

Note: In these cases, the text version of the document will either finish with "/..." at the bottom of the last page, indicating that additional pages in scanned image format follow, or will contain blank pages with the document symbol and page number only, indicating that graphical formats were added in these places.

17. *Image*

If you click on the "**Image**" button, the first page of the document is displayed. The title bar above the page gives the job number and the number of pages of the document.

If you specified "full screen size display" under "Options" for your workstation, you will see the upper half of the first page of the document displayed across the full screen. The default "half size display" will use the right half of the screen to display the full page.



Screen 23

Three functions are available when displaying a document:

Page: Browses through the pages of the document;

View: Zooms in on portions of the current page;

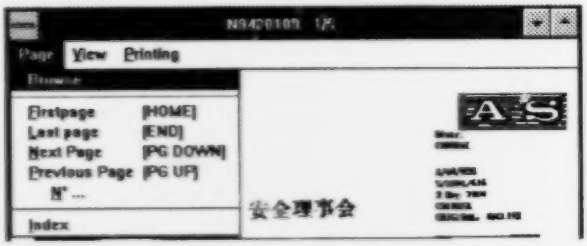
Printing: Prints the entire document or parts of it.

These functions are detailed below.

18. *Page*

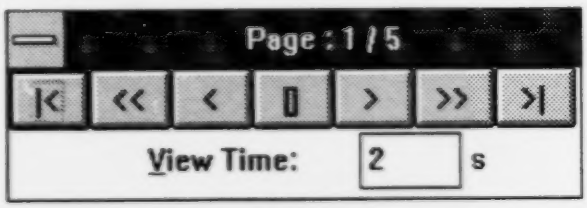
The "page" menu enables you:

- To browse through the document;
- To display an individual page; First page, last page, next page previous page or a specific page number by clicking on '**N°**' and entering the desired page.
- To display the indexing data for the document.



Screen 24

If you click on "**Browse**" a button bar is generated which is analogous to that of a tape recorder, enabling you to browse quickly through the document (this function is not available for text documents):



Screen 25

Clicking on the > button begins the consecutive display of each page of the document with a delay between displays. The interval between the display of individual pages may be set for between 1 and 10 seconds by changing the value in the "**View time**" box. The page number for a particular display is indicated in the title bar of the "View" menu. To stop this process, click (several times, if necessary) on the "**Stop**" button of the button bar. The buttons have the following values:

>|	Next page;
|<	Previous page;
O	Stop;
>>	Fast-forward to last page;
<<	Fast-backward to first page;
>	Automatic slow-forward browse using the "view time" interval;
<	Automatic slow-backward browse using the "view time" interval;

Certain functions enable you to go directly to a particular page:

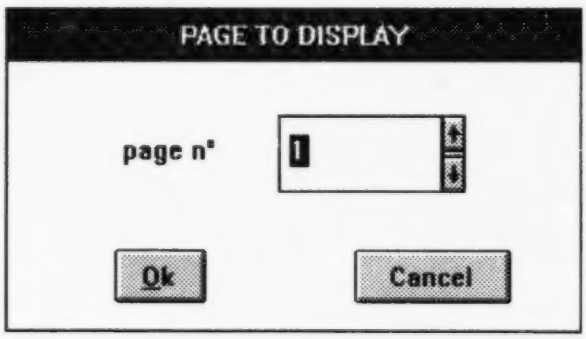
Home: To the first page;

End: To the last page;

PgUp: To the previous page;

PgDown: To the next page.

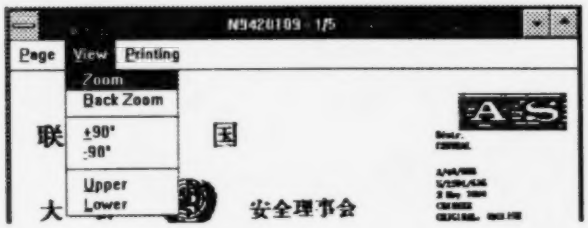
The "No" function enables you to go directly to a particular page by entering the number of the page in the following screen:



Screen 26

19. *View/Zoom*

This menu offers you a variety of ways to display pages.



Screen 27

For text documents, only the menu items Upper or Lower are available to display the upper or lower half of a page.

Zoom: For images, defines a region in the screen (using the mouse) and zooms in;

Back zoom: Undoes the zoom; may be executed as many times as there were zooms;

±90°: Rotates the page counter-clockwise;

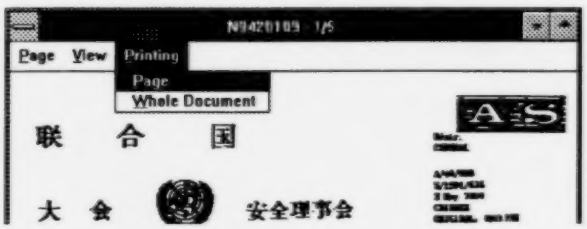
-90°: Rotates the page clockwise;

Upper: Displays the upper half of the page; works only when using the full-page display feature (see sect. C below);

Lower: Displays the lower half of the page; works only when using the full-page display feature (see sect. C below).

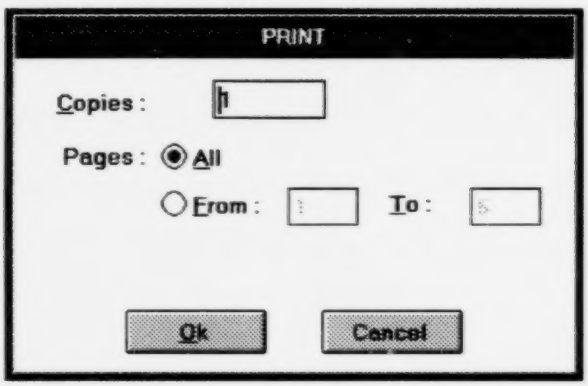
20. *Printing*

Printing works the same for image and for text documents. It is possible to print either the displayed page or the whole document.



Screen 28

When the whole document is to be printed, a dialogue box enables you to print all pages or a range of pages:



Screen 29

For text documents, the printing speed depends on the printer you use and the Windows printer-driver you have installed. For image documents, the printing speed depends on the printer as well as other components of the workstation:

- If the workstation is equipped with a fast printer interface, an image page is printed within 8 seconds;

- If the standard parallel interface (LPT1) is used, the time it takes to send the page to the spooler is 15 seconds, but the time taken by the printer to actually print the page depends on the model of the printer you use, ranging from 30 to 90 seconds.

- If your workstation is configured with a network printer, the printing pull down menu will display an extra line "**Network**".

PRINTING OF LONG ARABIC DOCUMENTS IN WORDPERFECT 5.1

The following are the procedures for printing long Arabic documents downloaded from the Optical Disk. (Note: Long Arabic documents are documents that have tables on every page or documents that would hang/freeze while printing due to the size of the document):

1. Download the Arabic document from ODS.

2. Retrieve document using WordPerfect 5.1 (DOS) with the Arabic Module.

3. View document on screen and go to the last page of the document by using the **GO TO <page no.>** function (in WordPerfect 5.1 you press **Ctrl-Home** simultaneously). Enter a high page number (i.e. 100 or 200) to go to last page.

4. On last page, go to your print menu (**Shift-F7**) and print **Full Document (1)** to print all pages.

Some documents produced in Geneva (job no. starts with G...) require the longer metric A4 paper size. To print these documents on 8 1/2"x11" paper, download the document, use WordPerfect to print and use a special WordPerfect macro called GENEVA. This macro is available from ODS Help Desk.

II. Help, Daemon and Error Messages

A. Help Messages

An ODS Help Desk is provided for all users. The Help Desk telephone number and procedures will be made available to users at the time of registration.

The ODS workstation software has an on-line help facility which uses the standard Microsoft Windows help system. For details on using index and context-sensitive help, consult the Windows Reference Manual.

Windows with help information may be called up from the application by passing the **"F-1"** key. Information related to the function being performed or the field to which the screen cursor points will be displayed.

B. Message Daemon

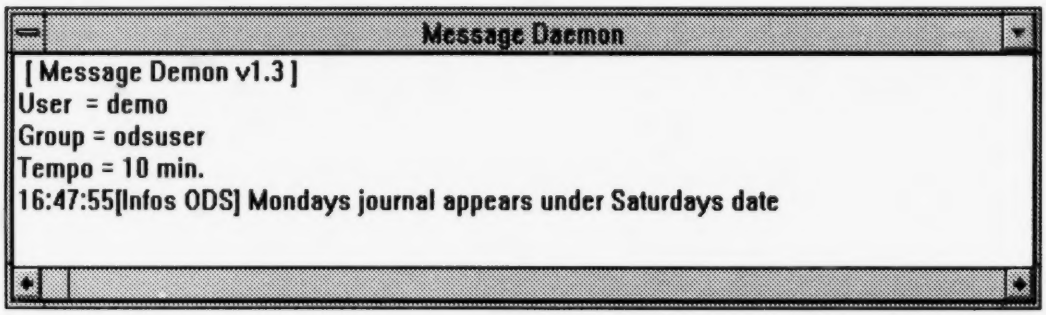
The name "daemon" means simply that it is a program, running in the background. This is a standard function of WINDOWS. Only one "daemon" program may be activated per WINDOWS workstation.

The ODS message daemon is part of the ODS retrieval workstation software package. It is activated automatically by the retrieval workstation:

a) at the start of an ODS session (log in);

b) every 10 minutes (or other interval lengths greater than 1 minute) after logging in and before the session is closed (EXIT function).

Following is a sample message box displayed by the message daemon.


Message Daemon
[Message Demon v1.3]
User = demo
Group = odsuser
Tempo = 10 min.
16:47:55[Infos ODS] Mondays journal appears under Saturdays date

Screen 30

After checking the messages, click always on the MINIMIZE button [▼] in the upper righthand corner to minimize the daemon. Clicking on the close button [↔] would kill the daemon until the next ODS session is started. If ODS client program terminates abnormally, the message Daemon does not terminate automatically. You may want to close manually, otherwise the message "only one daemon can run at a time" may come up when restarting the ODS client.

Explanation on the message daemon window:

TEMPO is the time interval, after which the workstation checks with the ODS server for messages.

Messages start with a time, followed by the type of message [ALERT], [INFO], or [WARNING], followed by the message date and message text. Scroll to the right to read the full text of each message line.

ALERT	messages are put temporarily by the ODS operator to alert the users every 10 minutes, until the message is removed from the server.
INFO	messages are intended to notify users about important events for a period of time. They are displayed only once during each session, until they are removed from the server.
WARNING	messages are only displayed automatically together with ALERT or INFO messages. They will be used rarely.

Technical Section : errors displayed by the Message Daemon

When launched, the message-daemon can display a message-box with an error, or can have the first line of its list filled with an error message. Here is the list of the most common messages and the solution to solve the problem.

Deport error

- Invalid server name

The name of the message server specified in the `sarde.ini` is not a valid server name. It means either the name is not in the host table of the computer running the daemon or the name of the server is misspelled. To diagnose the problem, make sure you are using the right SARDE.ini. To do this go to the DOS prompt and type 'set' and press the enter key. This should indicate the location of SARDE.ini.

- connection closed

This error can occur when the message server has been shut down and the daemon running on the remote station tries to get access to it, or during a transaction between the server and the client. In such case, the client-daemon should be stopped, and relaunched when the server is known to be up and running.

Winsock error

- connection refused

This error appears when the given port address is wrong. This means either the server is not running on this port or the server is not running at all. To correct the problem, ensure that the server is running, and that the port given in the `sarde.ini` configuration file is correct (section `[SARDE]`, label `NomTCPIP_AdrEntreeMessages`).

- can assign requested address

You will encounter this error when the daemon tries to connect to a port already assigned to another service. Check the configuration file to ensure that the port is not already given to another application, or not misspelled.

The following error can occur when the daemon is running, and are not very common in the normal running of the daemon. For such errors, the problems are caused by external sources, not directly the configuration of the computer.

Failed to allocate memory for operation : not enough memory to continue to work. To run, the daemon uses a minimum space ; if this space is full, this message pops-up. To prevent the problem, relaunch the daemon ; if it persists, relaunch Windows.

Failed to open/close/read Message file : the message-server is not running properly : the message file is corrupted or not available. The problem can be corrected only on the server side.

Only one daemon can run at a time : This error occurs when you try to launch more than one daemon on the computer.

Too many applications using timers : The daemon uses a timer, a special Window resource to check the messages every 5 minutes. But some other applications can use these timer-resources too. Since it is a limited resource, when all are allocated to applications, the next demanding application will be refused. To correct the problem, you will have to close as many applications as possible.

C. *Error messages*

NETWORK NAME NOT FOUND
UNABLE TO CONTACT REMOTE NODE ODSNY1

Cause: Network problem caused by IRQ conflict, LDI malfunction, transceiver collision or wrong IP address.

Action: Check the IRQ for the EtherNet Card. It might be used by another device (mouse). Run MSD.EXE to check interrupts.

Check the LDI box, make sure the green light in the back of the LDI is blinking slowly (once every second). If the green light is blinking fast or there is a red light, re-set the LDI by replugging the power cord. If the problem still exists, you may have a telephone line problem; call NYNEX.

Check the transceiver, if any, connected to the LDI. If the COL (collision) light is blinking, re-set the transceiver by replugging it.

If none of the above works, call the ODS System Administrator.

CONNECTION CLOSED (ERR-10)

Cause: Sarde ISDN server problem.

Action: Call System Administrator to re-set Sarde ISDN server.

ERROR CODE E02 ON CARD 0 PROFILE 1

Cause: ISDN connection problem.

Action: Check NT1, make sure the line indicator on the NT1 is off. Re-set the ISDN line by replugging the connector to the line jack.

ERROR CODE E04 ON CARD 0 PROFILE 1

Cause: ISDN problem.

Action: Check the SPID. Try the second ISDN number.

CONNECTION FAILED

Cause: The log-in to the database is not possible.

Action: Call System Administrator to stop and restart the TDSD application on the server.

IDENTIFICATION FAILED

Cause: Incorrect name and/or password when logging in to ODS.

Action: Enter correct name and password.

BAD SECTOR OR DISK

Cause: ODS problem.

Action: Call System Administrator to re-set the PC server.

DOCUMENT IS ON DISK NN

Cause: Disk containing an image or file you tried to consult is not loaded.

Action: Call System Administrator to load disk nn.

VOLUME IS MISSING

Cause: Disk is not loaded.

Action: Call System Administrator to load disk.

MEMORY ALLOCATION ERROR

Cause: Too many applications currently running under Windows.

Action: Close some applications and retry.

SESSION OPENING REJECTED

Cause: ODS server is not operational.

Action: Call System Administrator.

THE PATH G:\ONU.EXE IS INVALID

Cause: This is a Windows error. Windows cannot find G drive to execute ONU.EXE.

Action: For input workstation, establish an ODS session.

For retrieval workstation, reboot PC. Make sure there are no network errors.

NETWORK RESET ERROR

Cause: This error may have several causes:

- You tried to consult an image when the ODS server was not running.
- The database server is not operational.
- The TCP/IP resident SOCKTSR is missing on the workstation.
- The TCP/IP address of the workstation is wrong.

Action: Call System Administrator.

NETWORKING SUBSYSTEM NOT STARTED

Cause: Network problem. DEC/ISDN workstation cannot connect to ODS because of loose connection/cable between ISDN telephone line and NT1 and/or between NT1 and ISDN card.

Action: Turn the PC off, wait for 30 seconds and reboot.

Check connections between the ISDN line and the NT1 and/or between the NT1 and the ISDN card in the PC. Make sure the power supply of the NT1 is plugged in and both ISDN line and card indicators are off (no red light should be on in the NT1).

If the ISDN indicator still on (red), you may have a problem with the ISDN. Call NYNEX.

If both ISDN and card indicators are off and there is still no connection to the ODS, call System Administrator to check the ODS ISDN line.

SYSTEM NOT LISTENING

Cause: Your ISDN line is not working.

IP address does not exist.

Action: If you are a mission user, call your telephone company.

If you are a UN user, call your LAN administrator.

THE DOWNLOAD DIRECTORY DOESN'T EXIST

Cause: Downloading directory does not exist.

Action: Change directory name.

NOT ENOUGH SPACE ON THE DISK

Cause: The size of the downloaded document is bigger than the space on the local or the floppy disk.

Action: Delete some files from the disk you want to download to.

III. WINDOWS HINTS

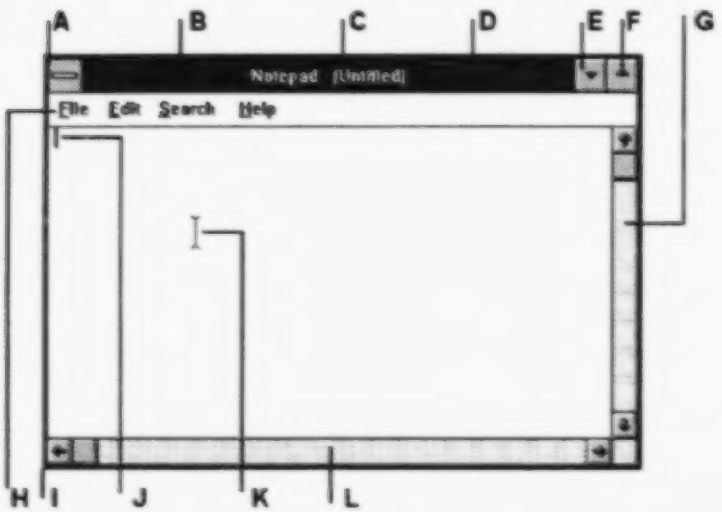
Windows is a graphical operating environment produced by Microsoft. If you are new to Windows, it might be a good idea to run through the Microsoft Windows Tutorial to learn the basics of using a mouse and Windows. Consult your Windows User's Manual to find out how to use the tutorial.

A. *Use of the mouse*

The mouse is a pointing device that helps you use ODS easily and efficiently. The following terms are referred to in this manual:

Term	*What to do*
Point:	Move the mouse until its tip points to a specific choice.
Click:	Quickly press and release the mouse button.
Double-click:	Quickly press and release the mouse button twice.

B. *Parts of a window*



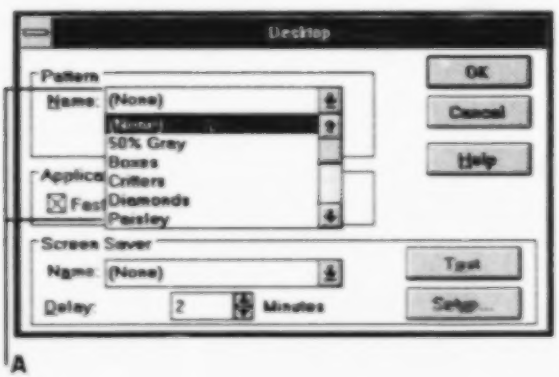
A	Control-menu box	G	Vertical scroll bar
B	Title bar	H	Menu bar
C	Window title	I	Window corner
D	Window border	J	Insertion point
E	Minimize button	K	Mouse pointer
F	Maximize button	L	Horizontal scroll bar

- The control-menu box is used to move, size and close a window;
- The title bar shows the application or document name;
- The window title shows the name of the application, document, group or file;
- The minimize button reduces the window to an icon;
- The maximize button enlarges the window to fill the entire screen;
- The menu bar lists the available sub-menus; click on any one to get that sub-menu;
- The vertical scroll bar enables you to move up and down through the contents of a window; click on the arrow and hold the button down;
- The horizontal scroll bar enables you to move through the contents of a window from the left or right;
- The scroll arrows are used with the mouse to move through the contents of a window vertically or horizontally.

C. *Drop-down list boxes*

A drop-down list box contains the current selection from a list of available choices. To open a drop-down list box and select an item, click on the arrow in the right-hand part of the box and then click on the item of your choice.

Drop-down list box shows more choices when you click on this arrow



A A drop-down list box opens to show available choices.

D. *ODS icon*

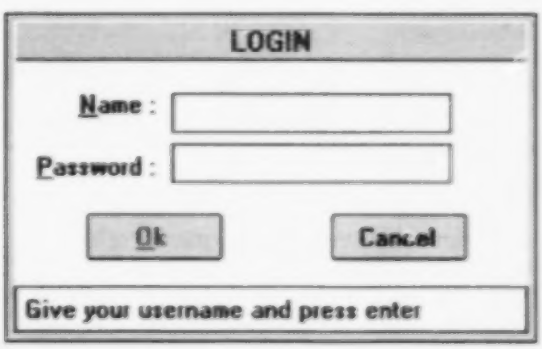
Icons are small pictures that represent an object (application, program, etc.). The Optical Disk System (ODS) icon is represented by the United Nations logo in the "Applications" window.

To run the ODS program:

(a) From the "Program Manager" window, find and double-click on the "**Applications**" icon;

(b) From the "Applications" window, find and double-click on the "**ODS**" icon.

The following screen will appear if you started the ODS application successfully:



Enter the name and the password assigned to you to start using the program.